

## University of Liège

### Information notice on the use of personal data by the Registration Office and the International Relations Office

Version 2.2 of December 12, 2019

The Registration Office and the International Relations Office of the University of Liège (hereinafter referred to as "RO" and "IRO" respectively) collect and process your personal data in accordance with the provisions of the General Data Protection Regulation (EU 2016/679, hereinafter referred to as "GDPR") and the Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

#### **Data controller**

The RO and IRO are emanations of the University of Liège whose registered office is located at Place du 20-Août, 7 à 4000 Liège. The University of Liège is a public institution with a dual legal personality<sup>1</sup>: it acts, on the one hand, as the French Community of Belgium (of which it is a decentralized body) (0807.970.507) and, on the other hand, as a decentralized and autonomous public institution, called "Le Patrimoine de l'Université de Liège" (0325.777.171). It is duly represented by Mr P. Wolper, Rector.

For any questions regarding the processing of your personal data by the University of Liège, you can contact the University's Data Protection Officer by writing to the following address: Mr. Data Protection Officer, Bât. B9 Cellule "GDPR", Quartier Village 3, Boulevard de Colonster 2, 4000 Liège, Belgium. You can also send him an email at [dpo@uliege.be](mailto:dpo@uliege.be)

#### **Processing of personal data by the RO - students**

The RO processes your personal data as follows:

##### *1. First contact and answer questions before registration*

- Data processed: identification data; academic curriculum; personal details
- Purposes: Administration of student candidates; answering questions that a future student may have about a choice of study or about the institution.
- Legal basis: execution of a contract (pre-contractual measures).
- Retention period: 18 months

##### *2. Organization of the examination for admission to higher education*

- Data processed: identification data and address; activity of the last five years; academic curriculum; date of birth; personal details; personal identification data; data relating to assimilation.
- Purposes: Administration of student candidates; assistance to students; verification of the conditions of access to the EAES; convocation of the student to the tests, establishment of lists of students per test, establishment of lists of results for the deliberations, establishment of transcripts for the student, establishment of lists of results for the proclamation (+ posting), establishment of certificates of success, establishment of newsletters in the event of failure.

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<sup>1</sup> The Universities of Ghent and Liège were endowed with a legal personality distinct from that of the State by virtue of a law of 5 July 1920 (M.B., 29 July 1920).

- Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013) to process the data of students who do not hold a legal right of access to undergraduate studies and to keep certificates equivalent to a diploma; *performance of a contract* for registration for the examination.
  - Retention period: at least 3 years for the data relating to registration for the examination; the certificate of success is equivalent to a diploma and is kept in accordance with the rules in force.
  - Recipients: ARES, CReF (statistics production).
3. *Organisation of French language proficiency exams - 2nd cycle, access to the Master's exams for didactic purposes or to the agrégation of Secondary Higher Education.*
- Data processed: identification data and address; date of birth; personal details; personal identification data.
  - Purposes: Administration of students and student candidates; statistical research.
  - Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013, Art. 113, § 1); *execution of a contract* for registration for the examination; *execution of a public interest mission* for the follow-up of the student file within the various departments of the University.
  - Retention period: 5 years
  - Recipients: ISLV teachers; CReF (statistics production).
4. *Admission and registration of future students (Belgians, EU)*
- Data processed: identification data and address; activity over the last five years; academic curriculum; date of birth; personal details; personal identification data; civil status; online identifier; marriage or current form of cohabitation; photo.
  - Purposes: Administration of students and student candidates (registration procedure); generation of the University's fundings statement; statistical research.
  - Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013, Art. 113, § 1); *execution of a contract* for enrolment in studies; *execution of a mission of public interest* for the follow-up of the student file within the various departments of the University.
  - Retention period: 75 years from the data subject's date of birth (not admitted: 5 years; not admitted with recourse: 30 years)
  - Recipients: Faculties, apparatuses and social service; jury presidents; ARES; CReF (statistics); Office of the Minister of Higher Education of the FWB; partner institutions under agreements and co-diplomation; FRS-FRNS under enrolment in a doctoral school; host body if organisation of an internship under study; insurance body if specific coverage is required; funders in the context of research funding; subcontractors to the extent that such transmission is necessary for the provision of the service to which the University has subscribed, in compliance with the appropriate guarantees provided by the GDPR; police, judicial or administrative authorities in compliance with legal obligations or to guarantee the integrity of property and persons within the University; potential employers (HEC).
5. *Admission and registration of future students (outside the EU)*
- Data processed: identification data and address; activity of the last five years; academic curriculum; date of birth; personal details; personal identification data; data relating to assimilation; civil status; financial history of studies; online identifier; marriage or current form of cohabitation; financial means; photo; solvency; data concerning physical health (processed on the basis of art. 9-2, h. of the GDPR)

- Purposes: Administration of students and student candidates (registration procedure); generation of the University's fundings statement; statistical research.
  - Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013, Art. 113, § 1); *execution of a contract* for enrolment in studies; *execution of a mission of public interest* for the follow-up of the student file within the various departments of the University.
  - Retention period: 75 years from the data subject's date of birth (not admitted: 5 years; not admitted with recourse: 30 years)
  - Recipients : Faculties, apparitorates and social service; presidents of juries; Office of the Minister of Higher Education of the FWB; partner institutions within the framework of agreements and co-diplomation; Government Commissioner for the validation of assimilations; ARES; CReF (production of statistics); FRS-FRNS within the framework of enrolment in a doctoral school; host body within the framework of the organisation of an internship within the framework of studies; insurance organisation if specific coverage is required; funding bodies for research funding; subcontractors to the extent that such transmission is necessary for the provision of the service to which the University has subscribed, in compliance with the appropriate guarantees by the GDPR; police, judicial or administrative authorities in compliance with legal obligations or to guarantee the integrity of property and persons within the University; potential employers (HEC).
6. *Organisation of the random drawing for the quota-based fields of study*
- Data processed: identification data and address; activity over the last five years; academic curriculum; personal details; personal identification data; civil status; marriage or current form of cohabitation; photo.
  - Purposes: Administration of students and student candidates (registration procedure); statistical research; publication of results.
  - Legal basis: *legal obligation* (Circular 6666 of 23 May 2018 - circular renewed each year); *execution of a contract* for enrolment in studies; *execution of a mission of public interest* for the monitoring of student files within the various departments of the University.
  - Retention period: 5 years
  - Recipients: Government Commissioner; CReF (production of statistics); bailiffs for the random drawing.
7. *Special registration (civil servants Level A, isolated courses, free auditors,...)*
- Data processed: identification data and address; date of birth; personal details; personal identification data; marital status; marriage or current form of cohabitation; photo.
  - Purposes: Administration of students and student candidates (registration procedure); student assistance; statistical research.
  - Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013, Art. 113, § 1); *execution of a contract* for enrolment in studies; *execution of a mission of public interest* for the follow-up of the student file within the various departments of the University.
  - Retention period: 10 years.
  - Recipients : Professors or apparators who analyse and authorise applications; faculties, apparatuses and social services; presidents of juries; Office of the Minister of Higher Education of the FWB; ARES; CReF (production of statistics); FRS-FRNS as part of enrolment in a doctoral school; host organisation as part of the organisation of an internship as part of the studies; insurance organisation if specific cover is required; funders in the context of research funding;

subcontractors to the extent that such transmission is necessary for the provision of the service to which the University has subscribed, in compliance with the appropriate guarantees provided by the GDPR; police, judicial or administrative authorities in compliance with legal obligations or to guarantee the integrity of property and persons within the University.

#### 8. *Recourse management*

- Data processed: identification data and address; activity of the last five years; academic curriculum; date of birth; personal details; personal identification data; civil status; online identifier; photo.
- Purposes: Administration of students and student candidates (registration procedure); student assistance; statistical research.
- Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013, art. 95-96; Financing Decree of 11 April 2014, art. 5);
- Retention period: 75 years from the data subject's date of birth (not admitted: 5 years; not admitted with recourse: 30 years)
- Recipients: University authorities; Government Commissioner; QVE service for the processing of domestic remedies; ARES; CReF (production of statistics).

#### 9. *Counterfeiters management*

- Data processed: identification data and address; activity of the last five years; academic curriculum; date of birth; personal details; personal identification data; data relating to assimilation; civil status; financial history of studies; online identifier; marriage or current form of cohabitation; financial means; national number; photo; solvency.
- Purposes: Administration of students and student candidates (counterfeiters management)
- Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013, art. 95/2).
- Conservation period: Duration of the sanction (3 years)
- Recipients: ARES; Government Commissioner; home educational institution (for verification of grades and diplomas awarded).

#### 10. *Follow-up of files*

- Data processed: identification data and address; activity over the last five years; academic curriculum; date of birth; personal details; details on other family members; personal identification data; marital status; online identifier; marriage or current form of cohabitation; photo.
- Purposes: Administration of students and student candidates (registration procedure); student assistance.
- Legal basis: *legal obligation* (*Décret Paysage* of 7 November 2013); *execution of a contract for enrolment in studies*; *execution of a mission of public interest* for the monitoring of student files within the various departments of the University.
- Retention period: 75 years from the data subject's date of birth.
- Recipients : Government Commissioner; ARES; CReF (statistics); FRS-FRNS for enrolment in a doctoral school; host organisation for the organisation of an internship for studies; insurance organisation if specific coverage is required; donors for research funding; subcontractors to the extent that such transmission is necessary for the provision of the service to which the University

has subscribed, in accordance with the appropriate guarantees provided by the GDPR; police, judicial or administrative authorities in accordance with legal obligations or to guarantee the integrity of property and persons within the University.

*11. Requests for information without modification of the file*

- Data processed: identification data and address; activity over the last five years; academic curriculum; date of birth; personal details; electronic identification data; civil status; online identifier; marriage or current form of cohabitation.
- Purposes: Administration of students and student candidates (registration procedure); student assistance.
- Legal basis: *legal obligation (Décret Paysage of 7 November 2013); execution of a contract for enrolment in studies; execution of a mission of public interest for the monitoring of student files within the various departments of the University.*
- Retention period: 18 months.
- Recipients: depending on the case, Social Service and Communication Service.

*12. Achievement of equivalence of doctoral degrees*

- Data processed: identification data and address; date of birth; personal details; electronic identification data; civil status; online identifier.
- Purposes: Establishment of equivalence of the doctoral thesis obtained abroad for the calculation of the amount of the pension in Belgium or for obtaining a position (employer requirement)
- Legal basis: legal obligation (*Décret Paysage of 7 November 2013, Chapter 7.*)
- Retention period: 75 years from the data subject's date of birth.
- Recipients: members of the doctoral colleges concerned; Academic authorities, ARES, CReF (production of statistics).

**Processing of personal data by the RO (Social Service) - students**

The RO (social service) processes your personal data as follows:

*13. Request for reduction of registration fees and/or support for course materials*

- Data processed: identification data and address; academic curriculum; date of birth; personal details; details on other family or household members; personal identification data; marriage or current form of cohabitation; financial means, national number, salary, solvency.
- Purposes: Student administration; student assistance.
- Legal basis: legal obligation (AGCF of 21 September 2016 laying down the difficult condition for applicants for a study allowance and the criteria for determining the amounts of study allowances)
- Retention period: 75 years from the data subject's date of birth.

*14. Consultation with a social worker*

- Data processed: identification data and address; academic curriculum; date of birth; personal details; details on other family or household members; debts, expenses; personal identification data; financial means; bank account number; national number; photo; immigration status.
- Purposes: Student administration and student assistance.

- Legal basis: *legal obligation* (AGCF of 21 September 2016 laying down the difficult condition of applicants for a study allowance and the criteria for determining the amounts of study allowances); *consent for the processing of Personal data* for the provision of social services that exceeds the award of the scholarship.
- Retention period: 5 years.
- Recipients: CReF (statistics production).

Any communication (electronic or other) addressed to the RO may also be retained. Sometimes additional personal data related to the situation concerned are requested. These data may be used and processed by the RO for the purposes of managing its relations with its contacts, for the purposes of checking the regularity of transactions and combating any abuses and irregularities. The RO may also communicate all or part of this information to legal or legal services that will guarantee data protection within the framework of these conditions to comply with a legal obligation.

### ***Processing of personal data by the IRO - students***

The IRO processes your personal data as follows:

#### *15. Data management of exchange students*

- Data processed: identification data and address; academic and professional curriculum; date of birth; financial data; marital status; financial history of studies; photo; immigration status; data concerning mental health (only when the data changes the duration, course and conditions of the exchange stay); data concerning physical health (only when the data changes the duration, course and conditions of the exchange stay).
- Purposes: funding requests (grant requests to a public or private donor); administrative authority; internal funding management; quality management; student administration; student candidate administration; student assistance; socio-cultural events management; life and health insurance management.
- Legal basis: execution of a contract.
- Retention period: 12 years.
- Recipients: External donors (European Commission, Erasmus National Agency, ARES, AUF, WBI, etc.); partner institutions; Pôle académique Liège-Luxembourg; CReF (statistics production).

#### *16. Data management of regularly enrolled fellows and non-awardees*

- Data processed: identification data and address; academic and professional curriculum; date of birth; financial data; marital status; financial history of studies; photo; profession; publications; professional qualifications; salary; immigration status; mental health data (only when the data changes the duration, course and conditions of the exchange stay); physical health data (only when the data changes the duration, course and conditions of the exchange stay).
- Purposes: funding requests (grant requests to a public or private donor); administrative authority; management of internal funds; quality management; student administration; administration of student candidates; student assistance; former students and Alumni - diploma follow-up; management of socio-cultural events; management of personal insurance.
- Legal basis: execution of a contract.
- Retention period: 12 years.

- Recipients: external donors (ARES, WBI, EACEA, etc.); partner institutions; public bodies (embassies, consulates, cities); CReF (statistics production).

**Processing of personal data by the IRO – administrative, technical and teaching staff**

*17. Mobility of Academics, Scientific, Administrative and technical staff - in and out Erasmus*

- Data processed: insurance; identification data and address; academic and professional curriculum; date of birth; expenses; financial data; work organization; photo.
- Purposes: management of staff and intermediaries; visitor administration; grants (excluding research); administrative authority; accounting management.
- Legal basis: execution of a contract.
- Retention period: 12 years.
- Recipients: European Commission ; partner institutions ; CReF (production of statistics).

*18. Mobility of Academics, scientific, administrative and technical staff - in and out non-Erasmus*

- Data processed: insurance; housing characteristic; data on other household or family members; identification data and address; academic and professional curriculum; date of birth; expenditure; financial data; marital status; photo; publications.
- Purposes: statistical research; funding requests; management of scientific events; visitor administration; grants (excluding research); administrative authority; accounting management; management of internal funds.
- Legal basis: execution of a contract.
- Retention period: 12 years.
- Recipients: external donors (ARES, WBI, Fulbright, AUF, etc.); partner institutions ; public institutions (ACE, Embassies, Consulates, AWEX, etc.); CReF (statistics production).

**Processing of personal data by the IRO - third parties**

*19. Project management*

- Data processed: financial assistance; identification data and address; agreements; academic and professional curriculum; expenditures; financial data; evaluations; photos; publications; professional qualifications; salary; use of computer resources.
- Purposes: statistical research; funding requests; management of scientific events; grants (excluding research); administrative authority; accounting management; management linked to external bodies; management of internal funds; quality management; administrative assistance to academics, scientists and administrators wishing to submit a research, training or service project to the company for funding by an external donor.
- Legal basis: depending on the purpose, *legal obligation* (obligations to keep records to justify expenditure to donors - compliance with the contract) or *public interest mission*.
- Retention period: 12 years.
- Recipients: external donors (ARES, WBI, EU, RW,...); external international partners for the implementation of projects.

#### 20. *Data management in Kinshasa (platform projects)*

- Data processed: financial assistance; insurance; identification data and address; agreements and conventions; academic and professional curriculum; expenses; personal details; details on other members of the household or family; financial data; marital status; financial history of studies; occupational medicine; work organisation; publications; professional qualifications; recruitment; salary.
- Purposes: scientific research; statistical research; funding requests; management of scientific events; recruitment of staff and intermediaries; activity planning; visitor administration; public relations; grants (excluding research); administrative authority; accounting management; management linked to external bodies; management of internal funds; all activities of a liaison office located in Central Africa.
- Legal basis: public interest mission.
- Retention period: 10 years after the end of the projects.
- Recipients: external donors (ARES, WBI, EU, RW,...); external international partners (including partners located in DR Congo) for the implementation of projects.

#### 21. *Coordination with partners*

- Data processed: identification data and address; agreements; personal details; current employment.
- Purposes: administrative authority; quality management; student administration; student assistance; administrative assistance to academics, scientists, administrators, students; contact data management of partner institutions.
- Legal basis: public interest mission.
- Retention period: 12 years.
- Recipients: partner institutions ; PhD students ; students.

#### 22. *Management of data of participants external to ULiège in ULiège activities*

- Data processed: financial assistance; identification data and address; personal details; current employment; photo.
- Purposes: statistical research; scientific event management; visitor administration; building and premises management/security; off-campus socio-cultural event management.
- Legal basis: execution of a contract.
- Retention period: 12 years.
- Recipients: Pôle Liège-Luxembourg ; event participants ; partner institutions (Universities, NGOs, European Commission, ARES, etc.).

#### 23. *Promotional activities*

- Data processed: agreements; academic and professional curriculum; identification data and address; personal details; current employment; publications.
- Purposes: management of scientific events; visitor administration; public relations; grants (excluding research); administrative authority; accounting management; management linked to external bodies; former students and Alumni - diploma follow-up; student prospecting;



management of socio-cultural events; study of the local academic market and the behaviour of foreign students.

- Legal basis: depending on the purpose, *execution of a contract or public interest mission*.
- Retention period: 12 years.
- Recipients: international partner institutions; donors (European Commission, AWEX, WBI,...); Organisers (Royal Palace, AWEX, Embassies, Ministries, ARES, etc.); event participants; website visitors.

Any communication (electronic or otherwise) addressed to the IRO may also be retained. Sometimes additional personal data related to the situation concerned are requested. These data may be used and processed by the IRO for the purpose of managing their relations with their contacts, for the purpose of checking the regularity of transactions and combating any abuses and irregularities. IRO may also disclose all or part of this information to legal or legal services that will ensure data protection under these conditions to comply with a legal obligation.

### ***Rights of the data subject***

As provided for in the GDPR (Art. 15 to 23), each person concerned by the processing of data may, by proving his identity, exercise a series of rights:

- to obtain, free of charge, a copy of the personal data concerning her/him and, where appropriate, any available information on their purpose, origin and destination;
- to obtain, free of charge, the rectification of any inaccurate personal data concerning her/him and to obtain that incomplete data be completed;
- to obtain, subject to the conditions laid down by the regulations and free of charge, the deletion of personal data concerning her/him;
- to obtain, subject to the conditions provided for by the regulations and free of charge, the limitation of the processing of personal data concerning her/him;
- to obtain, free of charge, the portability of the personal data concerning her/him and that he/she has provided to the University, meaning to receive, free of charge, the data in a commonly used structured format, provided that the processing is based on consent or on a contract and that it is carried out using automated processes;
- to object, subject to the conditions provided for by the regulations and free of charge, for reasons relating to her/his particular situation, to the processing of personal data concerning her/him;
- to withdraw her/his consent, without any justification being necessary;
- to lodge a complaint with the Data Protection Authority (<https://www.dataprotectionauthority.be>, [contact@apd-gba.be](mailto:contact@apd-gba.be)).

## **Contacts**

For any question concerning the RO/IRO privacy policy or request to exercise these rights, you can contact the Data Protection Officer of the University of Liège, either by e-mail ([dpo@uliege.be](mailto:dpo@uliege.be)), or by letter dated and signed at the following address:

University of Liège  
Mr. Data Protection Officer,  
Bât. B9 Cellule "GDPR",  
Quartier Village 3,  
Boulevard de Colonster 2,  
4000 Liège, Belgium.